

DD/S 71-4009

19 OCT 1971

MEMORANDUM FOR: Members, Support Services Historical Board

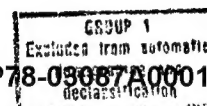
SUBJECT : Planning for the On-Going Phase of the Historical Program

1. The Executive Director-Comptroller has addressed a memorandum to the Deputy Directors asking that a plan and program be developed for the on-going phase of the Agency Historical Program. A copy of that memorandum is attached for your information and guidance.

2. We are being asked to develop a five-year plan which will identify new subjects to be covered; completed histories to be updated; and incomplete histories which should be finished in the immediately on-going period, deferred to a later time, or removed from the program. Subjects should be identified, if there are any, from the early history of the Agency which may have been overlooked or otherwise not covered during the catching-up phase. Priorities should be established for each subject identified and time frames should be set for the commencement and completion of each subject. Some additional guidance can be gleaned from the Executive Director-Comptroller's memorandum.

3. You will note that paragraphs 4 and 5 of the Executive Director-Comptroller's memorandum discuss the selection and assignment of personnel to write histories. Your planning should include estimates of the number of people required to sustain your plans for the on-going program and should express the position of your office with respect to the feasibility and practicality of making them available. I am also attaching a copy of a memorandum I addressed to the Chief, Historical Staff on 16 September 1971 commenting about his preliminary request to me for suggestions about the on-going program. The views expressed in that memorandum are my own. I would like now to have the views of your Office Directors which can be consolidated into a position for the Deputy Director for Support to take in responding to the Executive Director-Comptroller. I would also appreciate receiving your suggestions about how the on-going Historical Program should be managed in the Directorate and the Agency in the future.

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4.  Support Services Historical Officer, addressed a memorandum to me on 8 September 1971 offering some suggestions about how the program might be structured and staffed in the Support Directorate. A copy of that memorandum is also attached for your information and discussion. I would like to meet with you in the DD/S Conference Room at 10 o'clock on 29 October 1971 to discuss the on-going program and the presentation we will ask the DD/S to make. We can have such a discussion meaningfully only if you are prepared to represent your Office Directors in discussing the overall plan and staffing. We can meet earlier if you think it would be useful.

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Chairman, Support Services Historical Board

Attachments

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